

I. CLERICAL UTILIZATION

A. NUMBER OF CLERICAL POSITIONS AND INCUMBENTS

	Secretary Stenos and Other Steno Categories						Typists and Other Typist Categories						Other Clericals						STATINTS-08 &																						
	Total	GS-03	GS-04	GS-05	GS-06	GS-07	GS-08 & Above	Total	GS-03	GS-04	GS-05	GS-06	GS-07	GS-08 & Above	Total	GS-03	GS-04	GS-05	GS-06	GS-07	GS-08 & Above																				
Positions (As of _____)																																									
Incumbents (As of _____)																																									
Stenos																																									
Typists																																									
Processing Clerks																																									
Couriers																																									
Others																																									
No. Employees over or under Positions (+ or -)																																									
* Numbers are illustra																																									
Type of Clerical																																									
Stenos																																									
Typists																																									
Processing Clerks																																									
Couriers																																									
Others																																									
Total																																									

NOTE: To be completed by OP and Personnel Officers when convenient.

C. AVERAGE MONTHLY USAGE OF SHORTHAND BY QUALIFIED STENOS

Frequency of Use	All Qualified Stenos	
	Number	Percent of Total
Never		
Seldom		
Several Times a Week on Average		
Usually on Daily Basis		

D. PERCENTAGE ALLOCATION OF TIME BY CLERICAL FUNCTION

Shorthand

Category	Never	Seldom	Occasionally	Frequently
All Stenos*				
All Typists**				
All Other Clericals				

Typing

Category	Never	Seldom	Occasionally	Frequently
All Stenos*				
All Typists**				
All Other Clericals				

Telephone, Filing, Reproducing, Assembling

Category	Never	Seldom	Occasionally	Frequently
All Stenos*				
All Typists**				
All Other Clericals				

Other Clerical Duties

Category	Never	Seldom	Occasionally	Frequently
All Stenos*				
All Typists**				
All Other Clericals				

* Qualified Stenos
 ** Qualified Typists